

CHAPTER 1

InFocus

ENHANCING PICTURES

Word provides a number of tools to enhance your pictures which can eliminate the need to use specialist image-editing software. You can correct and recolour pictures, as well as apply picture styles and effects to your pictures to improve their look and to match the tone of the document.

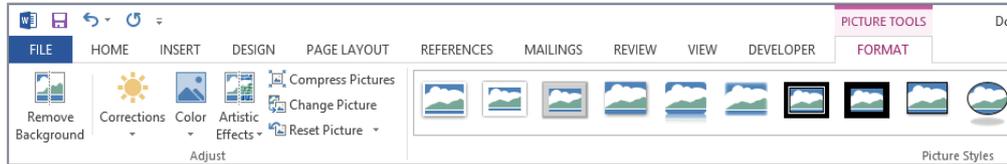
In this session you will:

- ✓ gain an understanding of how to enhance pictures
- ✓ learn how to remove the background of a picture
- ✓ learn how to correct pictures
- ✓ learn how to colour pictures
- ✓ learn how to apply artistic effects to pictures
- ✓ learn how to apply shadows and reflections to pictures
- ✓ learn how to apply a glow to pictures
- ✓ learn how to soften and bevel the edges of pictures
- ✓ learn how to apply picture styles
- ✓ learn how to reposition a picture and alter the text wrapping
- ✓ gain an understanding of how to use the **Format Picture** pane
- ✓ learn how to crop a picture accurately
- ✓ learn how to change the picture layout.

UNDERSTANDING PICTURE ENHANCEMENTS

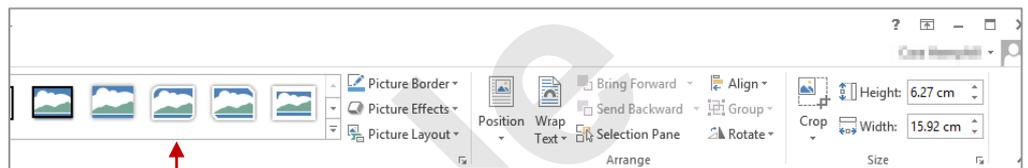
Word provides you with an array of tools on the **PICTURE TOOLS: FORMAT** tab you can use to enhance pictures in your documents. You can adjust pictures by **correcting**, **recolouring** and

applying **artistic effects**, or you can work with the picture border and apply **styles**, **borders** and **effects**. You may never need to use third-party image-editing software again!



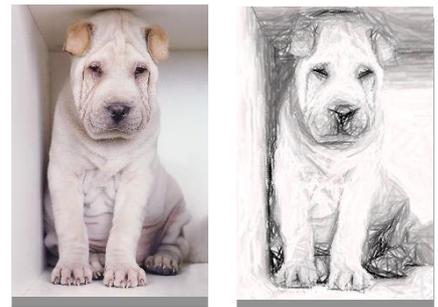
This is the left half of the ribbon displaying the **Adjust** and **Picture Styles** groups on the **PICTURE TOOLS: FORMAT** tab.

This is the right half of the ribbon displaying the **Arrange** and **Size** groups on the **PICTURE TOOLS: FORMAT** tab.



Adjust Group

By using the tools in the **Adjust** group on the **PICTURE TOOLS: FORMAT** tab (as shown above), you can remove the background of a picture and apply **corrections**, such as **sharpening** or **softening** the picture or adjusting the **contrast** and **brightness** (to lighten or darken the picture). You can also **colour** the picture by adjusting the **saturation**, **tone** or **colour**. If this range of enhancement options doesn't quite add the flair you're after, you can also apply a range of **artistic effects**, such as a glass, photocopy or paint strokes (see the picture directly to the right which is the original unformatted picture in comparison with the picture on the far right which is **greyscale** and has the **artistic effect pencil greyscale** applied).



You can also **compress** a picture to reduce its size, use **change picture** to swap the current image with a different one but still retain the size and formatting, or use **reset picture** to revert the image to its original unformatted state.

Picture Styles Group

While the tools in the **Adjust** group of the **PICTURE TOOLS: FORMAT** tab are designed to enhance the picture itself, the tools in the **Picture Styles** group are used to work with the border or frame of the picture.

You can apply **styles**, **borders** and **effects** to picture borders to further enhance your pictures. Choose a style from the **Picture Style** gallery, add a coloured **picture border** or apply a **picture effect** to the border, such as a **shadow**, **glow** or **reflection**. For example, the picture on the far left has the **picture effect Off Axis 2 left** applied while the picture on the right has the **picture style double frame black** applied.



Arrange Group

Using the commands in this group you can position a picture on the page by selecting **text wrapping** options which determine how text wraps around the picture or **aligning** and **rotating** your pictures.

Size Group

This group allows you to crop your picture to eliminate certain parts of the picture you may not want or to simply reduce the size of the picture.

REMOVING A PICTURE BACKGROUND

There may be times when you want to remove the background of an image. For instance, you may want to make the image more aesthetically appealing, accent or highlight the subject of the

picture or remove distracting detail. In Word, you can quickly remove unwanted areas of an image.

Try This Yourself:

Open File

Before starting this exercise you **MUST** open the file *W1335 Enhancing Pictures_1.docx...*

- 1 Select the picture on page 1
- 2 Click on the **PICTURE TOOLS: FORMAT** tab, then click on **Remove Background** in the **Adjust** group to display the **BACKGROUND REMOVAL** tab
The picture will be recoloured and a square selection marquee will display in the image...
- 3 Using the mouse, drag the square handles of the selection marquee to the edge of the picture until the marquee is as large as the picture, as shown, then press **Enter** to complete the background removal
- 4 Drag the image down to readjust its position so it appears as shown, then click outside the picture to deselect it and view the result

2



3



4



VICTORIAN BRITAIN 1837-1901
HISTORICAL PERIOD COVERING THE REIGN OF QUEEN VICTORIA

Victoria, Queen of England, who came to the throne in 1837 and died in 1901, is one of the few monarchs in history to give her name both to an adjective, Victorian, and to a noun, Victorianism. Historians speak too of a "Victorian age". Her reign was the longest in English history, and went through different phases. She herself celebrated two jubilees, the Golden in 1887 and, ten years later, the Diamond, a new way of describing a rare event, a 60-years jubilee. For her, however, if not for her people, the biggest break of her reign came in 1861, when her husband, Albert, born in Coburg, Germany, died of typhoid. She immediately went into seclusion, a grieving widow who worshipped his memory, emerging reluctantly but ultimately in imperial majesty. In 1867 she was proclaimed Empress of India, and her Diamond Jubilee was an imperial as well as a national event. A new, greatly enlarged British Empire spanned the continents, and more than a

For Your Reference...

To **remove** the **background** of a **picture**:

1. Select the picture, click on the **PICTURE TOOLS: FORMAT** tab, then click on **Remove Background** in the **Adjust** group
2. Drag the square handles so the part you want to keep is enclosed in the marquee, then click away from the picture

Handy to Know...

- Background removal works best when there is a great deal of contrast between the background and what you want to keep.
- Background removal isn't available for vector graphics files such as Adobe Illustrator graphics (AI), Windows Metafile Format (WMF), and Vector Drawing Files (DRW).

CORRECTING PICTURES

You no longer need access to image-editing programs in order to edit your photos or clip art. By using the **Corrections** tool, you can perform basic corrections such as **sharpening** or

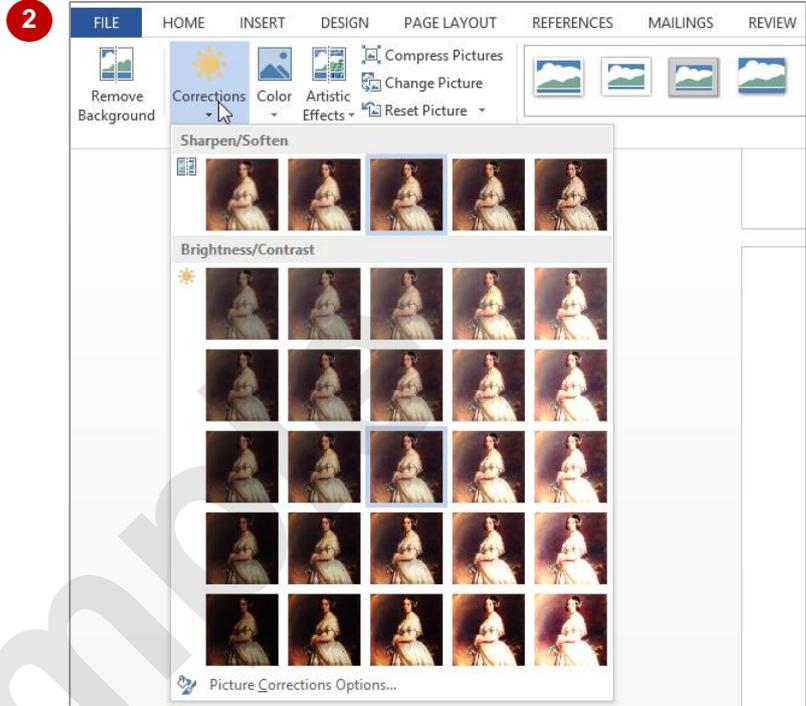
softening a picture (increase or decrease the detail), or adjusting the **brightness** and/or **contrast** of a picture (lighten or darken a picture).

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *W1335 Enhancing Pictures_2.docx...*

- 1 Scroll down to page 3 and select the picture
 - 2 Click on the **PICTURE TOOLS: FORMAT** tab, then click on **Corrections** in the **Adjust** group to display the **Corrections** gallery
- Any settings that are currently applied are surrounded by a blue border...
- 3 Point to each setting under **Sharpen/Soften** to view the change to the picture in Live Preview
 - 4 Click on **Sharpen +25%**
The picture will be slightly sharper. Now to increase the brightness a little...
 - 5 Repeat step 2, then point to the settings under **Brightness/Contrast** to view the change to the picture in Live Preview
 - 6 Click on **Brightness +20%** **Contrast 0% (Normal)** to apply this correction



For Your Reference...

To **correct** a **picture**:

1. Select the picture
2. Click on the **PICTURE TOOLS: FORMAT** tab, then click on **Corrections** in the **Adjust** group
3. Select the desired correction/s

Handy to Know...

- To make specific corrections to a picture, select the picture, click on **Corrections** in the **Adjust** group and select **Picture Corrections Options** to open the **Format Picture** pane. Here you can correct pictures by adjusting the percentage sliders to a specific percentage.

COLOURING PICTURES

Using the **Colour** tool, you can work with colour to enhance your picture. You can adjust the **saturation** of a picture (the intensity and amount of colour), the **tone** or temperature of a picture,

(higher temperatures highlight red tones while lower temperatures highlight blue), or **recolour** the picture by overlaying the picture with a slightly transparent colour, such as blue or green.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *W1335 Enhancing Pictures_3.docx...*

1 Select the picture on page 3

2 Click on the **PICTURE TOOLS: FORMAT** tab, then click on **Colour** in the **Adjust** group to display the **Colour** gallery

3 Point to the options under **Colour Saturation** to view the change to the picture in Live Preview

Let's look at the options for Tone...

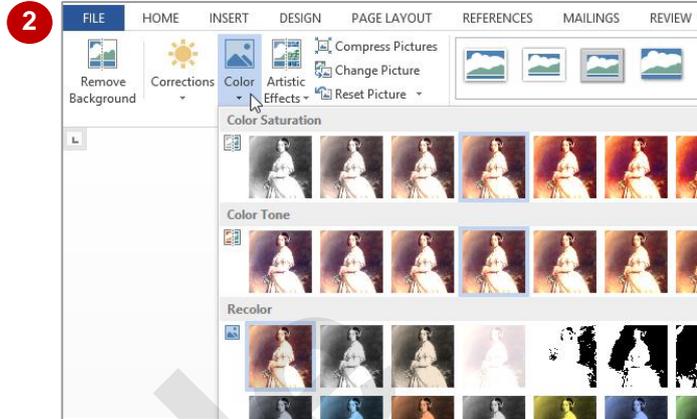
4 Point to the options under **Tone** to view the change to the picture in Live Preview

5 Click on **Temperature 8800k** under **Tone** to apply this option

Let's recolour the picture...

6 Repeat step 2 then point to the options under **Recolour** to temporarily view the change to the picture in Live Preview

7 Click on **Greyscale** under **Recolour** to convert the picture to greyscale



For Your Reference...

To **colour** a **picture**:

1. Select the picture, then click on the **PICTURE TOOLS: FORMAT** tab
2. Click on **Colour** in the **Adjust** group
3. Select the desired **Saturation**, **Tone** and/or **Recolour** options

Handy to Know...

- The **Black and White** recolouring option converts all coloured areas of an image to black, and white areas remain white. **Greyscale** produces a more subtle result as coloured areas are converted to varying shades of grey.

APPLYING ARTISTIC EFFECTS

Whatever your artistic bent, you can let your creative juices run riot using the **Artistic Effects** tool. This tool can help you turn a simple photograph into a work of art! The **Artistic**

Effects gallery contains lots of effects that may be useful for reflecting the tone of your document while others you'll probably look at and tell yourself you'll never use in a million years!

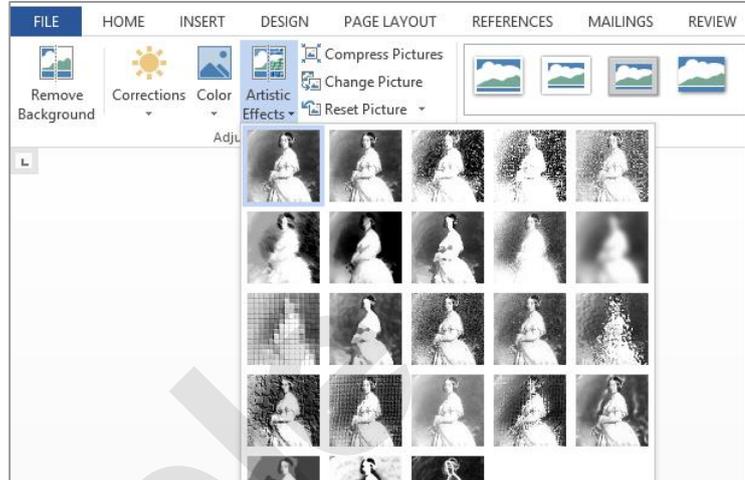
Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *W1335 Enhancing Pictures_4.docx...*

- 1 Select the picture on page 3
 - 2 Click on the **PICTURE TOOLS: FORMAT** tab, then click on **Artistic Effects** in the **Adjust** group to see a gallery of effects
 - 3 Point to the options in the gallery to observe the changes to the picture using Live Preview
- The example depicts the *Pencil Greyscale* artistic effect...
- 4 Click anywhere outside the picture to cancel the operation

2



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For Your Reference...

To **apply artistic effects**:

1. Select the picture, then click on the **PICTURE TOOLS: FORMAT** tab and click on **Artistic Effects**
2. Click on the desired option

Handy to Know...

- Sometimes less is more. Just because Word throws all these effects at you doesn't mean you have to use them all.

APPLYING SHADOWS AND REFLECTIONS

You can apply **shadows** to pictures to give them an illusion of depth. For example, outer shadows make the picture appear to be above the page, inner shadows make the picture appear to be

below the page, and perspective shadows make the picture appear to be standing up on the page. You can apply a **reflection** effect to an image to make it look more 'live'.

Try This Yourself:

Same File

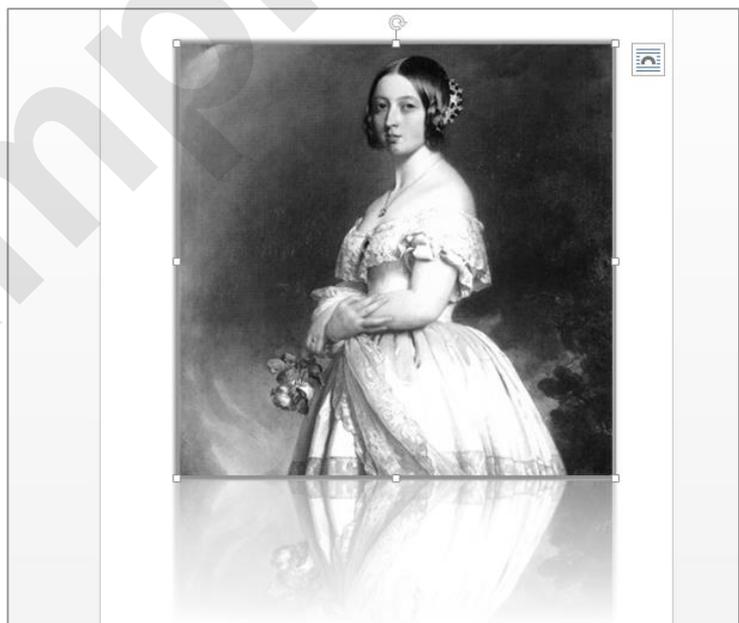
Continue using the previous file with this exercise, or open the file *W1335 Enhancing Pictures_5.docx...*

- 1 Select the picture on page 3, then click on the **PICTURE TOOLS: FORMAT** tab
- 2 Click on **Picture Effects** in the **Picture Styles** group to display a menu of options
- 3 Point to **Shadow**, select **Offset Centre** under **Outer** (5th option), then click away from the picture to view the result
Let's look at reflections...
- 4 Repeat steps 1 and 2 to display the menu of options
- 5 Point to **Reflection**, then select **Tight Reflection**, touching (1st option)

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For Your Reference...

To **apply** a **shadow** or **reflection** to a **picture**:

1. Select the picture, click on the **PICTURE TOOLS: FORMAT** tab and click on **Picture Effects** in the **Picture Styles** group
2. Select **Shadow** and select an effect, or select **Reflection** and select an effect

Handy to Know...

- To modify an applied effect, select the picture, then click on **Picture Effects** in the **Picture Styles** group, select the effect (such as **Shadow**) and select the **Options** for that effect (such as **Shadow Options**) to open the **Format Picture** pane, then adjust the settings as required.

APPLYING A GLOW EFFECT

Another effect you can apply to pictures is the **glow** effect. This effect surrounds the image with a coloured glow, ranging in thickness from **5 pts** to **18 pts**. This effect is achieved by

applying the colour with a 'feathering' effect – the colour is concentrated adjacent to the image but the concentration reduces towards the outer edge of the glow, similar to the effect of an airbrush.

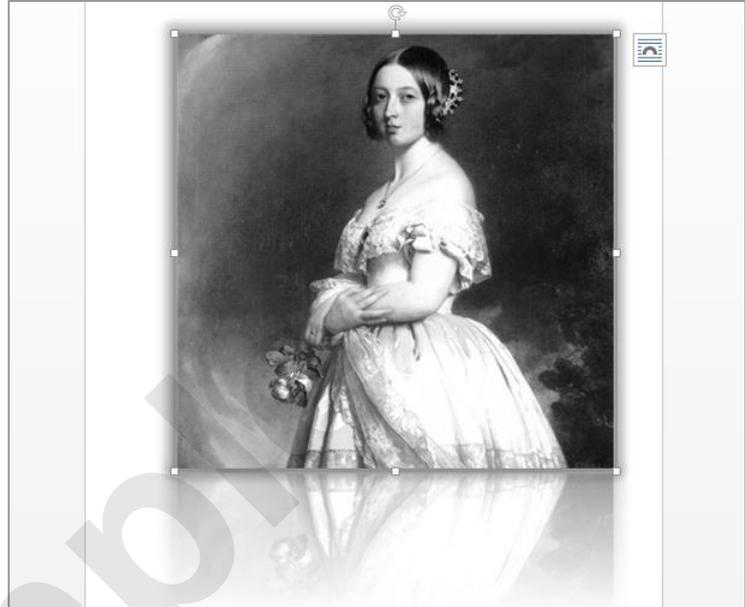
Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *W1335 Enhancing Pictures_6.docx...*

- 1 Select the picture on page 3, then click on the **PICTURE TOOLS: FORMAT** tab
- 2 Click on **Picture Effects** in the **Picture Styles** group to display a menu of options, then point to **Glow** to display a gallery of preset glow options
- 3 Point to the options to view the effect on the picture in Live Preview
- 4 Click on **Grey –50% 18pt glow, Accent colour 3** (3rd option in 4th row) to apply this glow
Now let's remove the effect...
- 5 Click on **Picture Effects** in the **Picture Styles** group, then point to **Glow** and select **No Glow**
- 6 Repeat Step 2 to remove the **Shadow** and **Reflection** effects from the picture

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For Your Reference...

To **apply a glow effect** to a **picture**:

1. Double-click on the picture to open the **PICTURE TOOLS: FORMAT** tab
2. Click on **Picture Effects** in the **Picture Styles** group
3. Select **Glow**, then select the desired glow effect

Handy to Know...

- There are six colours provided in the glow options gallery. These are the six **accent** colours defined in the document's current theme.

SOFTENING AND BEVELLING EDGES

Two effects you can apply to the edges of images are **beveling** and **softening**. A bevelled edge results in the image appearing like a 3-D button where its edges look as though they have been

sliced off at an angle to the face of the image. Or, to achieve a softer result, you can soften the edges so that they appear to blend into the document.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *W1335 Enhancing Pictures_7.docx...*

- 1 Select the picture on page 3, then click on the **PICTURE TOOLS: FORMAT** tab and click on **Picture Effects** in the **Picture Styles** group to display a menu of options
- 2 Point to **Soft Edges** to display a gallery of preset effects, then point to the options to view the effect on the picture in Live Preview
- 3 Click on **10 Point**, then click away from the picture to view the result
- 4 Press **Ctrl** + **Z** to undo the change
Let's try out the beveling effects...
- 5 Repeat step 1, point to **Bevel**, then point to the options to view the effect on the picture in Live Preview
- 6 Click on **Hard Edge** (3rd option, 3rd row) to apply this effect to the image

3



6



For Your Reference...

To **soften** or **bevel** the **edges** of a **picture**:

1. Double-click on the picture to open the **PICTURE TOOLS: FORMAT** tab, then click on **Picture Effects** in the **Picture Styles** group
2. Select **Soft Edges** and select an effect, or select **Bevel** and select an effect

Handy to Know...

- The **soft edges** effect applies a blur to the outer edge of an image. You can select a small distance of blur, say 1 or 2.5 points for just a subtle effect, or you can choose up to 50 points where a substantial amount of an image will be blurred, resulting in a very soft edge.

APPLYING PICTURE STYLES TO IMAGES

Word provides you with easy options for applying and changing styles. You can use the ribbon to access the picture styles gallery or you can display the styles gallery directly from one of the

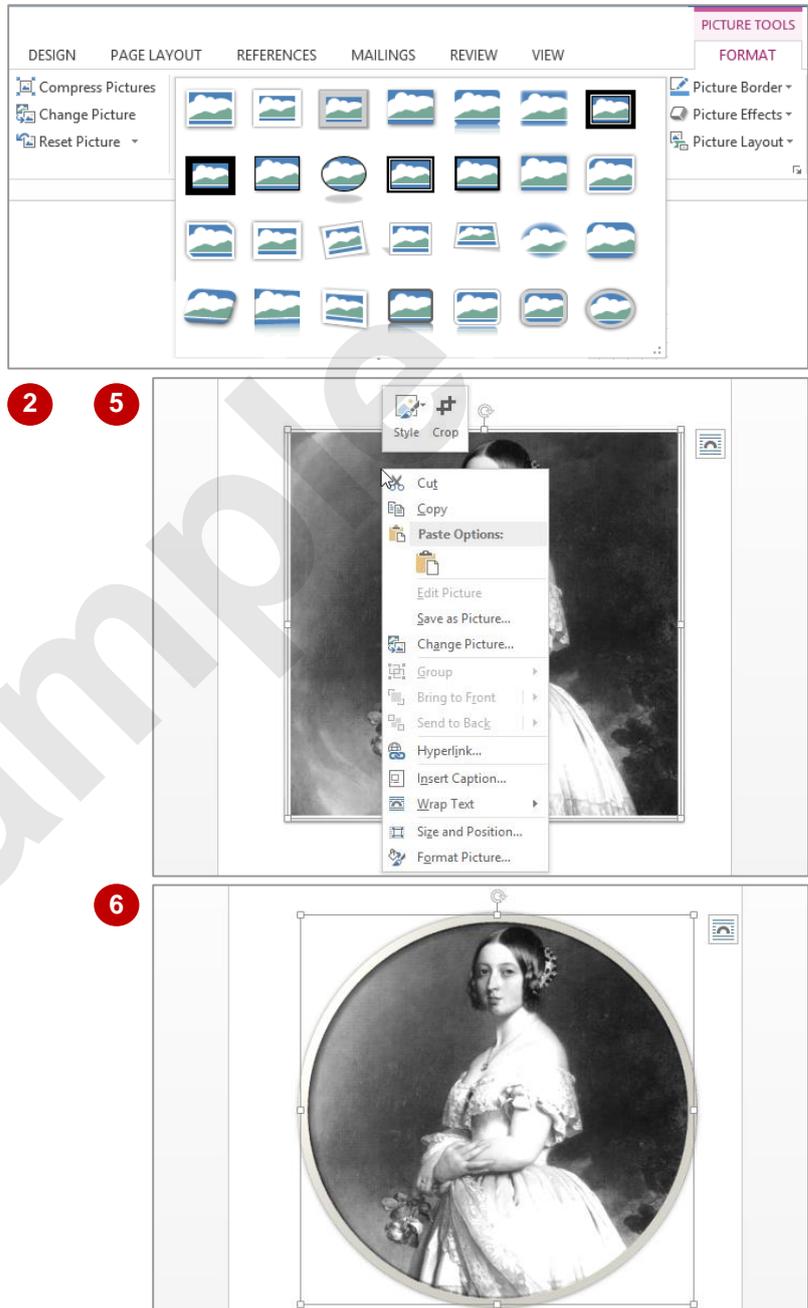
two tools in the mini toolbar that appears when you right-click on an image.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *W1335 Enhancing Pictures_8.docx...*

- 1 Select the picture on page 3, then click on the **PICTURE TOOLS: FORMAT** tab
- 2 Click on the **More** arrow in the **Picture Styles** group to open the gallery
- 3 Point to each option to view the effect on the picture in Live Preview
- 4 Click on the first option to apply it to the image
Notice the picture style overrides the bevel effect applied earlier. Let's check out an even quicker method for applying a picture style...
- 5 Right-click on the image to display a shortcut menu with a small toolbar immediately above it
- 6 Click on **Style** on the mini toolbar to display a gallery of options, then click on **Metal Oval** (the last option) to apply this style



For Your Reference...

To **apply** or **change** a **picture style**:

1. Select the picture, then click on the **PICTURE TOOLS: FORMAT** tab
2. Click on **More** in the **Picture Styles** group
3. Select the desired option

Handy to Know...

- You can use a **Picture Style** as a starting point and then tweak it using settings on the **Format Picture** pane. You can then use the **Format Painter** command on the **HOME** tab to apply the style and the changes to other pictures in your document.

REPOSITIONING PICTURES

The traditional way of repositioning pictures is to select the picture and drag it to the desired location. But a gallery of preordained settings on the **PICTURE TOOLS: FORMAT** tab lets you

reposition a picture with greater accuracy. If you wish to get very particular while positioning an image, you can access the **Layout** dialog box from the gallery.

Try This Yourself:

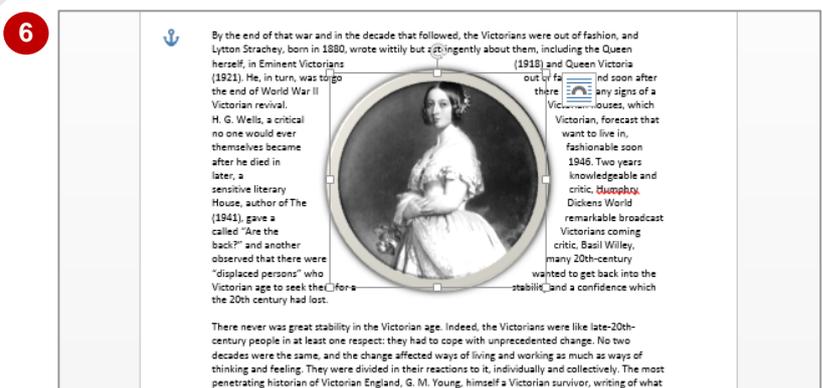
Open File

Before starting this exercise you **MUST** open the file *W1335 Enhancing Pictures_9.docx...*

- 1 Scroll to page 2 and select the picture, then click on the **PICTURE TOOLS: FORMAT** tab
- 2 Click on **Position** in the **Arrange** group to see a gallery of options
- 3 Click on **Top Centre** to position the picture in the centre at the top of the page
- 4 Press  until the picture has two rows of text above it

Let's change how the text wraps around the picture using the **Layout Options** button...

- 5 Ensure the image is selected, then click on the **Layout Options** button, as shown, to display a gallery of wrapping options
Currently, **Square** is selected...
- 6 Click on **Tight** then click on **close** to close the **Layout Options** gallery



For Your Reference...

To **reposition** a **selected picture** using **presets**:

1. Click on **PICTURE TOOLS: FORMAT**, then click on **Position** in the **Arrange** group
2. Choose a position

To **quickly change** the **text wrapping**:

1. Click on the **Layout Options** button and select the desired option

Handy to Know...

- Choosing **Behind Text** in the **Wrap Text** gallery places the picture behind the text which is great for creating picture-based watermark effects, e.g. for front covers.
- Selecting **More Layout Options** in the **Position** gallery will display the **Layout** dialog box with the **Position** tab open.

THE FORMAT PICTURE PANE

The **Format Picture** pane allows you to edit pictures with greater control and groups all picture commands in one easy to access location. Currently the only downside is that Live

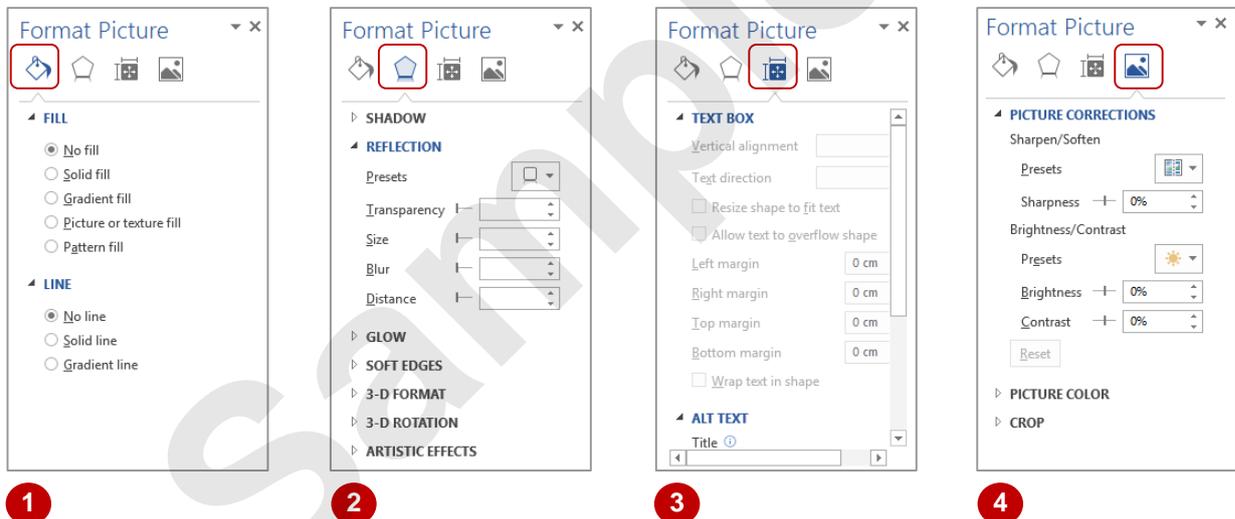
Preview is not available with this feature. However as changes you make in the **Format Picture** pane update live in the document, this is not too much of an inconvenience.

The Format Picture Pane

You can access the **Format Picture** pane via a number of different methods. You can right-click on an image to display a shortcut menu from which you select **Format Picture**. Alternatively, you can click on the **Picture Styles** dialog box launcher on the ribbon or select **Options** from the bottom of various galleries such as the **Picture Effects** or **Colour** galleries.

Once open, you can use the **Format Picture** pane to perform any of the functions you would normally use the **PICTURE TOOLS: FORMAT** tab for because the **Format Picture** pane contains the same tools. However, as well as providing access to the galleries of preset options, the **Format Pane** also includes additional tools. These tools let you manually and accurately further adjust options as desired.

The **Format Picture** pane is divided into four categories – each of which is accessed by clicking on its icon beneath the heading. Once a category is selected, the various subcategories will display in the pane. To see the available tools, expand the subcategories by clicking on the arrow to their left.



- 1 Fill & Line** **Fill & Line** allows you to add a fill to your picture or add a line border. Depending on what sort of **fill** you choose (**solid**, **gradient**, **picture**, **texture** or **pattern**) determines the options you are provided with. The same goes for **line** – you can choose **no line**, **solid line** or **gradient line** and each option comes with a range of settings to choose from.
- 2 Effects** You can see in the corresponding image that **Effects** lists the **Picture Effects** from the **Picture Styles** group on the **PICTURE TOOLS: FORMAT** tab, as well as **Artistic Effects** from the **Adjust** group. However, greater control and accuracy is possible here, e.g, you can choose to apply the **reflection preset** effect to your picture then adjust the **transparency**, **size**, **blur** and **distance** to suit your requirements.
- 3 Layout & Properties** **Layout & Properties** allows you to edit a text box if you have one inserted or add a **title** and **description** to your picture.
- 4 Picture** **Picture** contains commands from the **Adjust** and **Size** groups on the **PICTURE TOOLS: FORMAT** tab. **Picture Corrections** and **Picture Colours** contain the same features as those on the ribbon, however they also contain additional features such as slider bars for settings like **sharpness**, **brightness**, **contrast**, **saturation** and more.